

***Strand# 1: Societal / Ethical Issues***

<b>Skills</b>	<b>Curr. Obj.</b>	<b>Activity Description</b>	<b>Date</b>
<b>Can My Students...</b>			
Define the Glossary terms for Societal/Ethical Issues	Varies		
Discuss how technology has changed the lives of people in our community (Grocers, Restaurants, Farms, etc.)	1.01		
Understand how common computing devices (input, output) are used.	1.02 2.01		
Recognize and use safe and ethical behaviors when using technology resources (software, internet).	1.03		
Use Technology Tools (Digital Camera, Digital Video Cameras, Probeware, iPod) to collect information or multimedia for a lesson or project	2.02		
Create a citation for sources found while using technology resources.	1.04		

***Strand# 2: Database***

<b>Skills</b>	<b>Curr. Obj.</b>	<b>Activity Description</b>	<b>Date</b>
<b>Can My Students...</b>			
Define the Glossary terms for Database	Varies		
Discuss the benefits of using a database and share ways they are used in the Community (Grocers, Restaurants, Farms, etc.).	1.05		
Search and sort a prepared database to find information and explain your search strategies.	2.03 1.06		
Use criteria to filter information from a prepared database to find information and explain your search strategies.	2.05 1.06		
Add information to a prepared database by adding records	2.04 1.06		
Create a citation of the sources used to add information into a database	2.04 1.06		

***Strand# 3: Spreadsheet***

<b>Skills</b>	<b>Curr. Obj.</b>	<b>Activity Description</b>	<b>Date</b>
<b>Can My Students...</b>			
Define the Glossary terms for Spreadsheet	Varies		
Discuss how spreadsheets are used to organize, calculate and graph information.	1.07		
Enter data in a prepared spreadsheet to gather information, make predictions and answer questions	2.06 1.08		
Create a graph of data in a prepared spreadsheet	3.01		
Enter data in a prepared spreadsheet to perform calculations and select a graph to best represent the data	3.02		
Create a citation for sources used for data in a spreadsheet	3.01		

***Strand# 4: Word Processing / Keyboarding / Desktop Publishing (DTP)***

<b>Skills</b>	<b>Curr. Obj.</b>	<b>Activity Description</b>	<b>Date</b>
<b>Can My Students...</b>			
Define the Glossary terms for Word Processing / Keyboarding / DTP	Varies		
Learn the keys of the keyboard using the Home Row Position. Build Accuracy and Confidence	2.07		
Show understanding of word processing terms (font, style, line spacing, margins, etc.) by formatting a Word Processing Document	1.09 2.08		
Create a word processing document related to a curricular topic	3.03		
Create a citation for sources used in word processing documents	1.10		

***Strand# 5: Multimedia/Presentation***

<b>Skills</b>	<b>Curr. Obj.</b>	<b>Activity Description</b>	<b>Date</b>
<b>Can My Students...</b>			
Define the Glossary terms for Multimedia	Varies		
Understand how to select appropriate materials for a project(images, video, content, etc.) and how the owner is affected if we don't give credit	1.11		
Manipulate a 2-4 slide Template to add sources (images, content, video, etc.) and develop a branching (hyperlink) project.	2.09 2.10		
Plan and develop a presentation with several slides that includes media and content related to a curricular topic.	3.04		
Understand how copyright and Fair Use Guidelines affect my use of other people's information. Create a citation for sources used in multimedia projects	1.12		
Understand what a Rubric is and use one to evaluate a multimedia project	1.13		

***Strand# 6: Telecommunications/Internet***

<b>Skills</b>	<b>Curr. Obj.</b>	<b>Activity Description</b>	<b>Date</b>
<b>Can My Students...</b>			
Define the Glossary terms for Telecommunications/Internet	Varies		
Recognize and discuss responsible, safe behavior when using the Internet	1.15		
Identify collaborative tools (e-mail, messaging, videoconferencing)	1.17		
Use teacher selected Internet Resources to research a topic related to the curriculum such as community. Use keywords for search techniques.	1.14 2.11		
Create a citation for sources used in a curricular research activity.	1.16		